



ACQUISITION  
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
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WASHINGTON, DC 20301-3000

MEMORANDUM FOR COMMANDER, UNITED STATES CYBER  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Timely and Accurate Contract Action Report Submissions to the Federal  
Procurement Data System

Officials throughout the Executive and Legislative Branches routinely rely on Contract Action Report (CAR) data provided at the Federal Procurement Data System (FPDS) to perform essential government functions: promulgate legislation, set public policy, allocate resources, monitor/audit use of taxpayer dollars, and more. Further, statutory requirements afford visibility of contract spending data captured in CARs at USAspending.gov (Department of Treasury's public website implementing the Digital Accountability and Transparency Act (DATA Act)) to instill confidence in the procurement process and the Federal Government's activities in spending taxpayer dollars. Making data-driven decisions and providing spending transparency to the public requires our timely and accurate data inputs at FPDS. This memorandum reminds contracting officers of their responsibilities for CAR submissions. Contracting officers are uniquely positioned to provide legally required contract reporting data at FPDS. This is particularly important now that we are in the fourth quarter with an expected high volume of actions again this fiscal year.

Federal Acquisition Regulation (FAR) 4.604(b) states, "*the responsibility for the completion and accuracy of the individual contract action report (CAR) resides with the contracting officer who awarded the contract action. CARs in a draft or error status in FPDS are not considered complete.*" Specific requirements for most circumstances are as follows:

FAR 4.604(b)(2): "*The CAR must be confirmed for accuracy by the contracting officer prior to release of the contract award. The CAR must then be completed in FPDS within three business days after contract award.*"

FAR 4.604(b)(3): *For any action awarded in accordance with FAR 6.302-2 or pursuant to any of the authorities listed at subpart 18.2, the CAR must be completed in FPDS within 30 days after contract award.*

While many contract writing systems assist in providing inputs to the FPDS, the contracting officer is responsible for ensuring inputs are accurate, complete, and provided when required. Where Components use batch processes to submit individual CARs to FPDS, Components shall ensure that the frequency complies with the above timing requirements.

Concerning data inputs for CARs, contracting officers shall follow procedures and guidance at Defense Federal Acquisition Regulation Supplement (DFARS) Policy, Guidance, and Instructions (PGI) 204.606 when completing CARs. Instructions at this reference are instrumental in ensuring data consistency and accuracy. As contracting officers are responsible for timely and accurate CAR submittals, they should be aware that agency Senior Procurement Executives certify annually that contract reporting to the FPDS is accurate and complete in accordance with FAR 4.604(c) and the annual Department of Defense Procurement Data Improvement and Compliance Plan located at <https://www.acq.osd.mil/asda/dpc/ce/cap/data-improvement.html>. Components may monitor their late reporting statistics using the 'Late Actions Reporting' report available in the Procurement Business Intelligence Service (PBIS) and their comparison between reported actions at FPDS compared to the Electronic Data Access using the Contract Reporting Scorecard available in PBIS or at the Defense Pricing, Contracting, and Acquisition Policy website <https://www.acq.osd.mil/asda/dpc/ce/cap/contract-scorecards.html>.

Thank you for your continued efforts to ensure timely and accurate FPDS reporting. Questions and comments may be directed to my action officer, Ms. Jessica Williams, [osd.pentagon.ousd-a-s.mbx.dpc-cb@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.dpc-cb@mail.mil).

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